

MEMORANDUM

From: Superintendent
To: Distribution

Subj: OCCUPATIONAL SAFETY AND HEALTH (OSH) TRAINING PLAN

Ref: (a) OPNAVIINST 5100.23E

Encl: (1) Departmental Subject Training Matrix
(2) Training Schedule

1. Purpose. To identify (enclosure 1) and provide a schedule (enclosure 2) for the necessary NPS FY01 COMMAND NAVOSH Training classes.

2. Scope. This notice applies to all NPS personnel.

3. Background. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, associated potential hazards and of the strategies necessary to perform the job properly and prevent mishaps. To attain this type and level of knowledge, a well-developed and coordinated training effort keyed to all levels and types of personnel is required. Furthermore, reference (a) requires annual NAVOSH training for all management, supervisory personnel, and employees working in potentially hazardous work situations.

4. Definitions.

a. Top Management OSH Training. Top management personnel are identified as those who serve as a line manager. Top management personnel will review the safety program status and progress at least annually. This training is accomplished and documented in conjunction with the quarterly OSH Policy Council meetings.

b. Supervisory OSH Training. This training assists supervisors in managing his/her safety programs in the work place and provides the opportunity to be updated on new changes and new skills that will assist supervisory compliance with reference (a). The OSH office staff conducts this training periodically throughout the year as identified in enclosure (2).

c. New Employee Orientation. New staff and faculty members are provided an overview of the NAVOSH Program. Employee and supervisory responsibilities for maintaining a safe and healthy work environment are explained. The OSH office staff conducts this training on a quarterly basis per enclosure (2).

d. Monthly Occupational Safety & Health Topics. All personnel within a department shall participate in a monthly OSH topic lesson. Monthly topics may either be provided via e-mail from the OSH office as established by the schedule below, available and the NPS intranet and OSH

office homepage, and/or departments may elect to provide their own safety topics. For information and available subject material, contact the OSH office at x2822 for handouts, films, and information for documenting subject training. These sessions are designed to improve safety awareness and to increase mishap prevention efforts.

October	- Unsafe/Unhealthful Working Conditions
November	- Earthquake Safety
December	- Holiday Safety
January	- Safe Driving
February	- Asbestos Awareness
March	- Laser/RFR Awareness
April	- RAHS
May	- Bicycle Safety
June	- Office Product Hazmat
July	- Lead Awareness
August	- Rights/Responsibilities
September	- Fire Extinguisher and Fire Prevention

e. Hazardous Material/Hazard Communication Training. HAZMAT/HAZCOM training is required to familiarize all personnel to the HMC&M program as discussed in Chapter 8 of reference (a). The type of HAZMAT/HAZCOM training that is provided is dependent upon occupation, as described below:

(1) Emergency Response, Hazardous Waste Handlers and Clean-up Personnel: 40 hour initial and/or 8 hour refresher training is required per 29 CFR 1910.1200. Training is provided by contract vendor.

(2) Departmental Hazardous Material Program Managers: This 8 hour initial training session is applicable only to the designated department HM Program Managers assigned at NPS facilities. Training is provided by the Command HMC&M Coordinator, Code 223.

(3) Personnel Occupationally Exposed to Hazardous Material: This training is provided by the employee's supervisor and/or Departmental Hazardous Material Program Manager and is tailored to individual jobs and specific exposures. The OSHA HAZCOM Standard does not establish time requirements for training, but instead depends upon employee knowledge of the standard, the HAZCOM program plan, and chemical hazards on the job, and safe performance of the job.

(4) Administrative Personnel: Training involving the hazards associated with typical office supplies and cleaning agents is provided by the employee's supervisor and/or Department Safety Coordinator during initial jobs training and/or as a Monthly OSH Topic. Training information is available either on the NPS OSH Office homepage or by contacting the Command HMC&M Coordinator at x4508.

f. Hearing & Sight Conservation. Hearing Conservation topics include such things as off-duty conservation practices, proper wearing of hearing

protection devices, and the elements of the hearing conservation program. Sight conservation topics include the Navy's sight conservation program elements, and selection of various types of eye protection. This training is required on an annual basis for individuals enrolled in the hearing and sight conservation/medical surveillance programs.

Hearing and sight conservation training will be provided to Public Works employees by a member of the OSH Office staff as reflected in enclosure (2). All other personnel requiring hearing and sight conservation training shall receive the training via CD ROM made available by contacting Mr. Martin Catanese, OSH Specialist, at X3317.

g. First Aid & Cardiopulmonary Resuscitation (CPR). Training is required for the following personnel:

- (a) Emergency Response teams
- (b) Fire Department personnel
- (c) Hospital Corpsman
- (d) Safety and Industrial Hygiene personnel
- (e) Electrical power plant, power distribution, electrical and electronic personnel
- (f) Lifeguards
- (g) Supervisors of above personnel

Refresher training will be conducted as necessary to maintain current certification. Qualified instructors from NPS will be offering the classes on a case-by-case basis determined by the availability of the instructors in addition to the established schedule, enclosure (2).

(h) Ergonomics and Back Injury Prevention Training. Training requirements for NPS personnel is determined based on the results of work site and mishap analysis. Managers and supervisors with employees identified to be potentially exposed to ergonomic hazards need training to enable them to recognize hazardous work practices and symptoms of Musculoskeletal Disorders (MSDs), determine steps required to remove risk factors, and to reinforce the ergonomics program. Ergonomics and Back Injury Prevention Training will be provided to supervisors and managers during the Supervisory OSH training sessions. Employees who are potentially exposed to stressors will be given instruction by their supervisors describing various risks that are associated with their jobs and with their equipment. They will also be instructed in the varieties of MSDs, and the means of prevention, causes, early symptoms, and treatment of MSDs. Based upon the potential for ergonomic/MSD injury, and a review of the previous fiscal year mishap analysis, Ergonomic/Back Injury Prevention training will also be provided to Public Works employees by a member of the OSH Office staff. Other departments requiring Ergonomics/Back Injury Prevention training, based on the potential for ergonomic injuries, have been identified in enclosure (1). Training for these departments will be provided by a member of the OSH Office staff on an individual basis at the time of their workstation analysis.

(i) Radio Frequency Radiation Training. Radio Frequency Radiation (RFR) safety training shall be provided to all personnel who routinely work directly with RFR equipment or whose work environment contain RFR equipment that routinely emits RFR levels in excess of the exposure limits for controlled environments. Training is individually provided by Departmental Radiation Supervisors prior to RFR system operation.

(j) Laser Safety Training. Annual refresher training via monthly safety topics is required for all Class I, II, and IIIA laser operators. Departmental Laser Supervisors (DLS) shall attend a formal laser safety-training course through the Navy or by contracted personnel. Contact the Command Laser System Safety Officer (LSSO) x2649 to schedule such training. Annual refresher training on the hazards associated with accidental exposure to laser radiation shall be provided to all personnel in areas operating Class IIb and Class IV lasers. This training is conducted individually by the DLS and/or LSSO upon laser system operating request approval.

(k) General Industry Lead Training. Lead work performed at NPS is of a non-routine nature. Training is required for those individuals who during their employment may come in direct contact with lead containing materials. Lead awareness training for facility maintenance personnel is scheduled per enclosure (2).

(l) Blood Borne Pathogens Training. This training is required for the following personnel and their supervisors: emergency response teams, fire and police department personnel, lifeguards, child care workers, Youth Activity Center workers, gym personnel, barbers, and first aid responders and all other personnel who can reasonably be anticipated to have occupational exposure to blood borne pathogens or Other Potentially Infectious Materials (OPIM). Training is scheduled per enclosure (2).

m. Reproductive Hazards Training. This training is required for all personnel responsible for or working with any biological, chemical, or physical stressor that has the potential to adversely affect the human reproductive process as identified in the departmental Industrial Hygiene Survey. Training is scheduled per enclosure (2). Personnel requiring reproductive hazards training shall receive the training via CD ROM made available by contacting Mr. Martin Catanese, OSH Specialist, at X3317.

n. Asbestos Training. Initial and refresher Asbestos Worker Training (Category I,II,III, and IV asbestos work) is required for those individuals that directly work with asbestos. It is the responsibility of first line management to determine which level of asbestos training shall be provided to any given employee. Training may be provided by the OSH office staff and/or contracted personnel. Contact the Asbestos Program Manager at x2475 to schedule requisite training. Asbestos awareness training shall be provided to all NPS personnel as one of the routine

monthly training topics. However, asbestos awareness training for facility maintenance personnel is scheduled per enclosure (2).

o. Respiratory Protection Training. This training is required for all employees that use respirators, their supervisors, persons issuing respirators, and emergency response teams to ensure proper respiratory use. Training is required annually, and conducted at the time of respirator fit testing by the Respiratory Protection Manager.

p. Confined Space Entry Training. Confined Space Qualified Persons are trained and certified by the NPS Confined Space Entry Program Manager. Eight hours of initial classroom training, followed by 8 hours of on-the-job training and annual refresher training is required for all Confined Space Qualified Persons. Annual training is also provided to all confined space entrants, attendants, and entry supervisors. Confined Space Entry training is provided per enclosure (2). However, confined space entry awareness training is provided to all facility maintenance personnel during departmental weekly safety meetings.

q. Fall Protection Training. This training is required for those individuals that work at heights in excess of 6 ft. above the ground. Thorough employee training in the selection and use of personal fall arrest systems is imperative. Careless or improper use of the equipment can result in serious injury or death. Fall protection training is provided by the OSH office and/or contract per enclosure (2).

r. Man Made Vitreous Fiber Training. Personnel working with or whom may be occupationally exposed to Man Made Vitreous Fibers (fiberglass, synthetic glass, mineral wools, and ceramics) shall attend MMVF training as identified in enclosures (1) and (2).

5. Motorcycle Safety Training. Motorcycle safety training is required for all military personnel operating a motorcycle and any civilians operating a motorcycle on a military installation. Motorcycle Safety Training is a performance-based curriculum with a focus on motorcycling's mental and physical skills. The course is designed to improve a motorcycle riders knowledge, awareness, control, and safe operation during normal and adverse situations. To successfully complete the course, the students must attend all classroom and range modules of the 15-hour curriculum; achieve 80% on the Knowledge Test, and 20 (or less) penalty points for the skill evaluations. Course size is limited to 8 individuals and registration with the Motorcycle Safety Instructor, Mr. Steven Richards; X2649 is required prior to commencement of instruction.

6. All departments will ensure personnel attend required OSH training by 30 Sep 01. If there is a conflict regarding dates/times, or if departments desire a special class, contact the OSH Manager, Michael Berry at x2822.

ROGER L. BUSCHMANN
By direction

Distribution:
NAVPGSCOLINST 5605.2S, List 1

Non-Supervisory Specialized OSH Training

Dept	Haz. Mat. / Haz. Com. Training	Hearing Conservation	Sight Conservation	First Aid / CPR	Asbestos Aware. & MMVF	General Industry Lead work / Lead Aware.	Bloodborne Pathogens	Occupational Reproductive Hazards	Ergonomics & Back Injury Prevention Training	Asbestos Worker Training	Respiratory Protection Training	Confined Space Entry Training	Fall Protection Training
221													
22													
224													
223	x	x	x	x	X	x	x	x		x	x	x	x
234F	x	x	x	x	X	x	x	x			x	x?	x?
233P	x	x	x	x		x	x	x					
23													
2313	x	x	x	x	X	x		x	x	x	x	x	x
225	x	x	x			x	x	x					
226	x	x	x		X	x	x(Barber)	x			x		
00													
01													
0I													
21													
03													
05	x			x					x				
06													
CS	x							x	x				
UW													
SP	x	x	x	x				x					
IW													
CC													
07													
AA	x	x	x					x					
ECE	x	x	x	x				x					
MA													
ME	x	x	x					x					
MR	x							x					
OC	x	x	x					x					
08													
OR	x												
PH	x	x	x	x				x					
IJWA													
NS									x				
SM									x				
DRMI													
09													
10													
Dept	Haz. Mat. / Haz. Com. Training	Hearing Conservation	Sight Conservation	First Aid / CPR	Asbestos Aware.	General Industry Lead work / Lead Aware.	Bloodborne Pathogens	Occupational Reproductive Hazards	Back Injury Prevention Training	Asbestos Category I, II, III work	Respiratory Protection Training	Confined Space Entry Training	Fall Protection Training

All departments are required to send their personnel to training for 'Top Management & Supervisory OSH Training; New Employee Safety Orientation and; Monthly OSH Topics' provided by the Safety Office.